



We, the Franciscan Sisters of Little Falls, Minnesota, are beginning a search for a **Community Well-Being, Nature, and the Arts Project Manager**. The Project Manager will be responsible for organizing and conducting the planning for this grant-funded project. The Manager will work collaboratively with the Franciscan Sisters Guiding Committee and Future Planning Consultant to organize and support meetings with collaborators and community members as listed in the expectations, will analyze data, and bring teams together to conduct program visioning and planning. The full position description is listed below.

This could be an exciting and challenging position for YOU or someone you know. If YOU feel excited and drawn to this role as you read this information, please apply. If YOU know someone who might be a fit for this position, please invite her/him to read this and apply.

Thank you for supporting us in this search.

WHO ARE THE FRANCISCAN SISTERS OF LITTLE FALLS, MN?

We are a Roman Catholic congregation of 72 women religious of the Third Order of St. Francis of Assisi. We walk in relationship with Associates, an intergenerational group of men and women who want to know and live the Gospel life as Francis and Clare of Assisi modeled for us. We dedicate ourselves to living joyfully through the Franciscan value of ongoing conversion through which flows contemplative prayer, living simply in God's generosity and serving others, especially those living on the margins.

We are committed to a life of prayer, simple living, and service to those in need. We are dedicated to promoting human rights, building community wherever we live, and healing the sources of Mother Earth's wounds.

TO APPLY OR LEARN MORE

1. Candidates are strongly encouraged to apply as soon as possible.
2. To be considered, please submit:

☒ A cover letter answering the following questions:

- Why are you drawn to this position?
- How do your values intersect with the values of the Franciscan Sisters and their employees?
- Please give examples from previous ministries to show lived experience of key values, long-range planning, public speaking, leading/facilitating meetings

☒ Resume or CV

☒ **Please submit cover letter with your resume or CV** to: Amy Scholl, Human Resources, Franciscan Sisters, 116 8 Avenue SE, Little Falls, MN 56345; email: amys@fslf.org; fax: 320-632-0666

☒ Questions, contact Amy at: 320-632-0621

Position Description
Project Manager: Community Well-Being, Nature, and the Arts

Date: June 11, 2025

Department: Administration

Supervisor: Chief Operating Officer

Direct Reports: None

Grant/Program Period: July 2025 – June 2026

Hours per week: Full time, 40 hours

Annual Wage: \$66,000

The Role

The Project Manager will be responsible for organizing and conducting the planning for this grant-funded project. The Manager will work collaboratively with the Franciscan Sisters Guiding Committee and Future Planning Consultant to organize and support meetings with collaborators and community members as listed in the expectations, will analyze data, and bring teams together to conduct program visioning and planning.

The Project

The Franciscan Sisters of Little Falls will create an outdoor space for community well-being, through music, arts, nature, and physical connection to the body, collaborating with St. Francis Music Center, St. Francis Health & Wellness, Franciscan Spiritual Connections and others. This ‘healing space’ and programming will promote mental, physical, and spiritual health, and will be open to the rural community and beyond.

The project will involve the ministries of the Franciscan Sisters listed above, the Sisters, and a wide collaborative network, i.e. St. Gabriel’s Hospital, Northern Pines Mental Health, local schools and city/county government, Morrison County Social Services, The Initiative Foundation, various funders, the associates of the Franciscan Sisters, and various other non-profits.

This Mission and Ministry planning project position will focus on two broad priorities. The first is to identify and plan for new ways in which the ministries of the St. Francis centers for Health & Wellness, Music, Integral Ecology, and Spirituality might collaboratively work with Northern Pines Mental Health Center, St. Gabriels’s Hospital, and others to provide programming on the sisters’ 80-acre campus. The campus is being restored to its natural habitat; through collaboration with the above mission partners, the sisters plan to creatively use the campus as a healing space. This project is intended to generate ideas to accomplish that in order to continue the legacy of the Franciscan Sisters caring for the community and all of creation.

The second broad priority of this Mission and Ministry planning project is to assist the broader long-range planning already underway related to the long-term future of the sisters’ mission, buildings, property, and relationships. This work will involve administrative tasks to support the overall planning effort. The work that is done on the potential collaboration of mission partners outlined above will inform the long-range planning process and this position will help integrate that work into the larger planning efforts.

The entirety of the work will be guided by Franciscan values, including kinship with Creation, respect for all, opportunity for those who are struggling, partnerships with those who share interest in our work, creativity to take measured risks, and equity and justice for all.

Expectations

1. Work collaboratively with Guiding Committee and Future Planning Consultant to engage the broader community in planning, including the health care community, mental health community, social services, veteran services, schools, and churches. Engagement will include attending public meetings, speaking at service clubs and community groups, and developing publicity to spread the word about the planning process.
2. Organize and assist with established collaborations, review data already collected, and design a plan to seek new collaborators.
3. Help plan, assist and potentially lead meetings designed and conducted with community members and groups to gather input and refine data. May host community meetings in surrounding towns.
4. Organize and assist with the creation of smaller collaborative groups to further the planning, set goals and timelines, and prepare for implementation of new programming.
5. Continue meetings with the Guiding Committee to go over data, collating into workable sections. Add members to the core group to provide more expertise in mental health.
6. Explore funding for the new programs through grant writing and other donor opportunities working with the FSLF grant writer and Community Relations/Development Department.
7. Identify, plan for new collaborative programs combining the strengths of music, the arts, nature, spiritual and physical health to benefit the communities of rural Minnesota.
8. Assist in analyzing the feasibility of ideas generated through this process.
9. All other duties as assigned by the supervisor.

Qualifications

1. Bachelor's degree in non-profit management, urban planning, environmental planning, community health, or a related field.
2. Strong strategic thinking/planning, analytical skills, and market research experience are essential.
3. Experience working in social and earth justice or knowledge of eco-spirituality preferred.
4. Demonstrated ability to interact and be inclusive of a variety of audiences with sensitivity to multicultural, ecumenical, interfaith, and non-religious relationships and growing awareness of diversity, equity, and inclusion needs.
5. Demonstrates the ability to prioritize work, manage multiple priorities, meet deadlines, work with interruptions, complete work with minimal supervision, and stay calm under pressure.
6. Demonstrated effective oral and written communication skills required.
7. Proficient level working experience/knowledge of Microsoft Office, (i.e., Word, Publisher, PowerPoint, Excel, and Outlook), Zoom and experience with OneDrive required.
8. Other assets (not required but helpful) would include experience with non-profits, religious communities, experience in a rural setting, familiarity with environmental issues, the arts, and mental health.

Scope

The above descriptions generally reflect the guidelines necessary to define the primary functions of the position. The above statements shall not be construed as a detailed description of all the work requirements that may be required for the position.